

~~CONFIDENTIAL~~VITAL MATERIAL SCHEDULELOGISTICS OFFICE

| Office or Staff | Description of Material | To Be Deposited By | Direct Deposit or Microfilm | Estimated Frequency of Deposit | Remarks |
|------------------------|--|--------------------------|-----------------------------------|--------------------------------------|---------|
| Special Staff | Dept. of Defense Basic Support Agreements and Operating Agreements | LO/AS | Direct | As completed | |
| Admin. Staff | Mission and functions of all elements of LO | AS | Direct | As written or revised | |
| Admin. Staff | Aliases and Pseudos/LO | (FI/RI) | | | |
| Admin. Staff | Approved T/O for LO | Personnel | | As changed | |
| Admin. Staff | Position Inventory for LO | Personnel | | Three Months | |
| Admin. Staff | Personnel Information Cards | Personnel | Machine Run | Three Months | |
| Admin. Staff (Sec.) | List of Post Office Boxes serviced by LO | LO Sec. Officer | Microfilmed | Six Months | |
| Admin. Staff (Sec.) | List of Cleared Personnel (Contractor & Govt. Affiliates) | LO Sec. Officer | Microfilmed | Six Months | |
| Admin. Staff | LO Annual Final Budget Estimates | LO/Budget Officer | Direct | Annual | |
| Admin. Staff | LO Instructions & Proc. | AS | Direct | As issued | |

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

| Office or Staff | Description of Material | To Be Deposited By | Direct Deposit or Microfilm | Estimated Frequency of Deposit | Remarks |
|-----------------------|---|--------------------------|---|--------------------------------------|---------|
| C & R Staff | Overall forecasts of material requirements (gross and net) covering a two-year period, as prepared by operating elements and submitted to LO approximately 15 April and 15 October of each year | C & R Staff | Microfilmed up to date, thereafter Direct | Semi-annual | |
| " | Procurement or "Shopping Lists" derived from forecast of materiel requirements | C & R Staff | Microfilmed up to date, thereafter Direct | Semi-annual | |
| " | Material requirements based on World-wide man-strengths (approved by DCI 3 June 1953) and FM Handbook No. 1, and revisions | C & R Staff | Direct copies (Microfilm if considered more feasible) | As prepared | |
| " | Documents reflecting a refinement of the information in preceding item which indicate weapons of approved calibers by country, and world-wide assets to meet such requirements | C & R Staff | Direct copies (Microfilm if considered more feasible) | As prepared | |
| " | Studies of world-wide assets (quantities and distribution) | C & R Staff | Direct copies (Microfilm if considered more feasible) | As prepared | |

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

| Office or Staff | Description of Material | To Be Deposited By | Direct Deposit or Microfilm | Estimated Frequency of Deposit | Remarks |
|-----------------------|---|--------------------------|---|--------------------------------------|---------------------------------|
| C & R Staff | Annexes 1 and 2, Letter Order 52-13904, as annotated by Army Ordnance Corps to reflect material obligated for the Agency, and subsequent revisions as they are received from the Department of Army | C & R Staff | Direct copies (Microfilm if considered more feasible) | As prepared | |
| " | Studies on major problems or issues which require considerable time to accomplish the recommended action, or which require coordinated joint action with other Government agencies | " | " | " | |
| " | Any written Staff procedures | " | Direct | " | |
| Proc. Div. | Contracts, Amendments, Letters affecting Contracts and other documents such as Findings and Determinations, GSA Form 1036, etc. (This does not include specifications when, for security reasons, they are not made a part of IO files) | PD/AGI Br. | Direct | Currently as prepared | Withdraw when payment completed |

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

| Office or Staff | Description of Material | To Be Deposited By | Direct Deposit or Microfilm | Estimated Frequency of Deposit | Remarks |
|-----------------------|---|--------------------------|---------------------------------------|--------------------------------------|---------------------------------|
| Proc. Div. | Ledger, Contracts and other Important Papers on Foreign Arms Procurement Matters | PD/SPB | Microfilm Ledger Copies Contracts | Quarterly as received | |
| " | GSA Procedural letters relating to the establishment and continuation of the General Working Fund for procurement of General Services material and supplies for special items, Region 3 | PD/SPB | Microfilm or copies where possible | As received | |
| " | Accountings, special procurement, cash advance funds | PD/SPB | Copies | As prepared | |
| " | Advance to Contractors File | PD/SPB | Copies | As prepared | |
| " | Contracts executed by Special Purchases Branch | PD/SPB | Direct | Copies currently as prepared | Withdraw when payment completed |
| " | Any written Division operating procedures | PD/Off. of Chief | Direct | As written | |
| Supply Div. | Agency Catalogue Publications | SD/I&CS | Direct | As published | Automatic Replacement |
| " | Deeds of Trust Registered for Covert Vehicles | SD/SCS | Microfilm | Quarterly | |

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

| Office or Staff | Description of Material | To Be Deposited By | Direct Deposit or Microfilm | Estimated Frequency of Deposit | Remarks |
|-----------------------|---|--------------------------|-----------------------------------|--------------------------------------|--|
| Supply/SCS | Stock Status Files (Includes "In Use") (Includes "In Transit") | Machine Records | Machine Run Cards | Semi-Annual | Automatic Replacement (Approximately 30% Cards) |
| Supply/SCS | New Balance Forward Cards | " | " | Each Cut-Off Period | To be made up each cut-off period (bi-weekly), used by Machine Records to serve their needs, and released for deposit as soon as possible prior to the next cut-off. To be held by the Repository until the next semi-annual Stock Status run and then destroyed. (Approx. 6% cards each run). |
| Supply/SCS | Activity Registers | " | " | " | Run each cut-off period and deposited with New Balance Forward Cards. To be held until the next semi-annual Stock Status run and then destroyed. |
| Supply/SCS | Stock Status Nomenclature Cards | " | " | Semi-Annual | Automatic Replacement. (Approx- imately 35% Cards). |
| Supply | Any written Division operating procedures | SD/Of. of Chief | Direct | As written | |
| Trans. Div. | Description and Assign- ment of all passenger carrying vehicles and trucks within the U.S. which are charged to Acct. #100. (3 x 5 Index Cards) | TD | Microfilm | 6 months intervals | |

~~CONFIDENTIAL~~